

 KENTUCKY CORRECTIONS Policies and Procedures	Policy Number	Total Pages
	25.10	1
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	November 9, 2010	January 3, 2011
References/Authority KRS 196.035, 197.020, 197.175 ACA 4-4446	Subject ADMINISTRATIVE RELEASE OF INMATES	

I. DEFINITION

“Administrative release date” means the first day of the month during which an inmate’s minimum expiration date falls or the last weekday of the preceding month if the first day falls on Saturday, Sunday, or a legal holiday.

II. POLICY and PROCEDURES

The following procedures establish the guidelines for administrative release.

- A. An inmate shall be released on his administrative release date with the following exceptions:
 1. presently serving segregation time;
 2. has an outstanding good time loss;
 3. has a pending disciplinary report or;
 4. has disciplinary action involving segregation time or good time loss which has been stayed pending appeal.
- B. If an inmate has an outstanding detainer, arrangements shall be made prior to the month in which his sentence expires for his release to the detaining authorities on the administrative release date.
- C. There may be extreme circumstances whereby releasing an inmate on his administrative release date is not feasible. In these cases, the inmate shall be released on the first day possible, compatible to the needs of the Department of Corrections and the detaining authorities. Any release to a detainer, on a date other than the administrative release date shall be approved by the Commissioner or his designee.
- D. Only inmates who have been approved by the Central Office Offender Information Services Branch shall be released on the administrative release date.